

Terms of Reference for a Consultant to support the Establishment of the Mental Health and Psychosocial Support (MHPSS) Technical Working Group (TWG)

1. BACKGROUND

During times of crises including those caused by natural disasters, pandemics, social or political unrest or other emergencies, there is often significant psychological and social suffering that affect members of the population. The psychological and social impacts of emergencies may be acute in the short term, but they can also undermine the long-term mental health and psychosocial well-being of the affected population.

During an emergency There are numerous interacting social, psychological and biological factors that influence whether people develop psychological problems or exhibit resilience in the face of adversity. Particular groups of people are at increased risk of experiencing social and/or psychological problems depending on the nature of the emergency and it is important to address these differences.

In order to effectively protect, maintain and improve people’s mental health and psychosocial well-being during the times of crises there must be coordinated action among all government and non-government humanitarian actors. It is critical to establish a multi-sectoral, inter- agency framework that enables effective coordination, identifies useful practices and flags potentially harmful practices, and clarifies how different approaches to mental health and psychosocial support complement one another.

The Inter-Agency Standing Committee (IASC) was established as the primary mechanism for facilitating inter-agency decision-making in response to complex emergencies and natural disasters. The Inter-Agency Standing Committee (IASC) has issued guidelines to enable humanitarian actors to plan, establish and coordinate a set of minimum multi-sectoral responses to protect and improve people’s mental health and psychosocial well-being in the midst of an emergency. The Guidelines offer essential advice on how to facilitate an integrated approach to address the most urgent mental health and psychosocial issues in emergency situations.

A MHPSS Technical Working Group TWG is being established in Jamaica. Representatives of multiple agencies across Jamaica that currently provide MHPSS have met and have proposed a vision and scope for the MHPSS Technical Working Group (TWG).

The core functions of the (TWG) will include: -

- Information management – who does what and where, the response and needs of the group,
- activating and maintaining a functional working group
- establishing links across clusters, sectors, and partners
- knowledge building and exchanges
- advocacy for MHPSS
- ensuring Monitoring & Evaluations and ensuring sustainability.

2. OVERALL OBJECTIVE OF THE CONSULTANCY

The key outputs of this consultancy are the Situational Analysis of MHPSS in Jamaica and the terms of reference (TOR) and Action Plan (2022 to 2023) for the MHPSS Technical Working Group. Representatives of multiple agencies across Jamaica that currently provide MHPSS have met and have proposed a vision and scope for the TWG. The consultancy will provide technical support to this multistakeholder body and through wider consultation, will facilitate the preparation of the Situation Analysis, the TOR and Action plan of the MHPSS TWG.

3. SCOPE OF WORK OF THE CONSULTANCY

The work of the consultant will include:

- a. develop a Situational Analysis of the MHPSS in Jamaica to include a comprehensive list of government agencies, non-governmental organizations, faith based and community-based organizations, agencies and professional bodies that provide MHPSS.
- b. become familiar with and facilitate the adaptation of the Microsoft version of the 4-W tool to the Jamaican situation.
- c. provide sensitization and ongoing support to the various stakeholders as needed to complete the Microsoft version of the 4-W tool.
- d. facilitate the preparation of the Terms of Reference of the MHPSS Technical Working group.
- e. facilitate the development of a 2022/2023 work plan for the MHPSS TWG in collaboration with the members of the MHPSS TWG
- f. Facilitate training in MHPSS for members of the TWG and other interested parties

4. REQUIREMENTS OF THE CONSULTANT

The preferred candidate should meet the following criteria:

1. Advanced degree (Master's or equivalent) in Public Health or in Social Sciences with demonstrated health experience.
2. At least 5 years of professional work experience in the field of counselling, psychology and or mental health is strongly desired.
3. Excellent interpersonal skills and knowledge of social, psychological, and cultural context of Jamaica
4. Demonstrated ability to collect and collate quantitative and qualitative data.
5. Familiarity with the governmental, non-governmental and faith-based organizations involved in disaster preparedness and mental health psychosocial support.
6. Excellent oral and written communication skills
7. Demonstrated experience in program planning, critical analysis and report writing.
8. Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.

5. DELIVERABLES:

This consultancy is anticipated to be for a period of three months (12 weeks)

Deliverables	Timeline	Payment
1. Draft Situational Analysis of MHPSS services available in Jamaica	Week 4	30%
2. Final Situational Analysis on MHPSS services in Jamaica and draft TOR and Action Plan of the MHPSS TWG	Week 8	40%
3. Final TOR and Action Plan of the MHPSS TWG	Week 12	30%

Please note that all work must be completed and submitted no later than December 17, 2021.

6. REMUNERATION:

The consultant is required to submit the deliverable and an invoice for payment as per the schedule set out in Section 5. The deliverable will be reviewed and if suitable, the consultant will be paid the agreed amount.

7. REPORTING RELATIONSHIPS

The Consultant will report directly to the the Advisor, NCDs and Mental Health at the PAHO. The consultant will establish regular communication with the Chair and Co-Chair of the MHPSS TWG.

8. EVALUATION CRITERIA

Criteria	Maximum Score
Qualifications as evidenced by the CV presented	20
Specific knowledge of the MHPSS sector in Jamaica	20
Experience in Program planning and project completion	20
Evidence of success working in challenging situations and in facilitating multi stakeholder consultations	20
Financial Proposal	20

Essential Reference Document:

IASC Guidelines on Mental Health and Psychosocial Support in Emergency Settings
https://www.who.int/mental_health/emergencies/guidelines_iasc_mental_health_psychosocial_june_2007.pdf

Interested consultants will be asked to submit the following (documents) by e-mail no later than midnight September 3, 2021 to thompsocan@paho.org:

- a. Letter of interest
- b. up-to-date curriculum vitae with proving experience and background in the required fields
- c. financial proposal

Email Subject: Expression of Interest: Consultant to support the Establishment of the MHPSS Technical working Group